

# Mahwish Ahmed

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To secure a responsible and a challenging position within an Organization that will provide me continued growth, learning and Opportunities in my field.

## **CAREER HIGHLIGHTS:**

- Adept at developing creative solutions and meeting challenges head on.
- Relate and interface easily both at the top executive levels and operational levels
- Effective communication and coordination skills
- Proven commitment to exceeding expectations and strong work ethics

## **Working Experience:**

### **1-Manager Procurement - Sourcing & Procurement dept**

**Telenor Microfinance Bank, Karachi, Pakistan**

(March 2019 till date)

- Develop working relationships with new suppliers and internal departments by performing preliminary research, meeting with representatives, verifying product availability, Price Negotiation and finalizing contracts, creating and issuing Purchase Orders via Oracle I-Procurement.
- Ensure that controls are in place, bank policies and procedure and regulatory guidelines are followed in cost effective manner. Liaison with other units for due diligence of third party suppliers / service providers.
- BOQ/RFP circulation to potential suppliers by taking CFT into account and acquiring competitive quotes and performing all negotiation activities by coordinating with CFT's and vendors till the contract is finalized is covered in the scope.
- Worked collaboratively with vendors and user departments in the creation of scorecards, planning of strategic vendor meetings and operational reviews. Held vendors accountable to established performance metrics through regular governance and management of contract terms.
- Ensure the commercial and cost saving benefits of the procurement cycle are realized and ensure that all deliveries are completed on time.
- Manage the order process: requisitions from all departments/business units, handle requests for quotes, process purchase requisitions/purchase orders, provide orders to suppliers, maintain adequate records of purchases, follow up on orders/approvals/ SLA renewals.
- Liaison with legal department/Sourcing Governance Unit for vetting of agreements.
- Manage to ensure all agreements are renewed prior to expiry and follow escalation in case of delay.
- MIS of all vendor related information managed and maintained and presented to departmental Head on periodic basis.
- Manage to implement aspects of vendor management strategy, working closely with UD, legal and user departments.
- Manage and Liaison with governance unit for due diligence of third party suppliers / service providers and provision of required documentation.
- Interact, and develop relationships, with vendors, business executives, industry peers, and industry analysts in alignment with Bank's strategy and key objectives.
- Manage to ensure approved enterprise wide vendor database and tracking system.
- Work collaboratively with vendors and assist line manager in the creation of scorecards, planning of strategic vendor meetings and operational reviews.
- Manage to hold vendors accountable to established performance metrics through regular governance and management of contract terms.
- Manage in creating improvement plans for vendors, analyze problem areas and help resolve disputes.
- Manage in preparing solicitation documents, and pre-award clearance and approvals.
- Initiates necessary actions in regards to trace shipments and expedited deliveries, and provides management with all research and documentation as assigned.
- Manage to processing orders for inventory and non-inventory items, including faxing and filing purchase orders.
- Responsible for compiling various routine reports/documents.
- Ensure that significant cost is saved against the annual spend.

## **2- Assistant Manager Procurement-Sourcing & Procurement dept**

(July 2015-March 2019)

- Create and develop relevant documents (PR, RFQ, RFI, RFP) and other sourcing materials necessary to ensure leverage is created/maintained with suppliers.
- Maintain accurate contracts data, vendor records & information.
- Locate vendors/ suppliers of materials, equipments or supplies and interviews them in order to determine product availability and terms of sales.
- Ensure for Procurement of IT Equipment as per the Sourcing policies and procedures.
- Interact with IT personnel in regional offices (North & South).
- Maintain procurement files.
- Interaction with the suppliers for procurement of regular items
- Evaluate PR's from UD's and arrange quotations from local market.
- Assist the line manager in projects & Identify ways to reduce costs.
- Monitoring data management to keep accurate product, contract, pricing.
- Responsible to secure financial & budgetary approvals for each request before issuing POs.

## **3- Associate Manager Procurement-Administration dept**

Sep 2013, to July 2015

### **Job Description:**

- Create auditable reports of all procurement process to present for compliance.
- Interact with IT personnel in regional offices (North & South) in order to maintain the items delivery records.
- Create and maintain IT items In-Out MIS report.
- Prepare note sheet to submit in Finance.
- Maintaining cheque details.
- Maintain procurement files.
- Dealing with suppliers.
- Keep track of receivable from vendors.
- Responsible for Procurement of IT Equipments.
- Develop rate comparison statements and ensure cost effective & efficient procurement.
- Manage on-time delivers at respective location.
- Ensuring the delivery of right things to right person and get confirmation.

## **4-STANDARD CHARTERED BANK LTD**

Retail and Consumer Banking

July 2012, to Sep 17<sup>th</sup> 2013

### ***Relationship officer***

- Worked at standard chartered bank shahra-e-faisal branch as **Relationship officer** since July 2012.
- Give product knowledge to the customers,
- calling customers and convincing them to use our products,
- Complete follow up with the client.
- Resolve each and every discrepancy which has to be solved from both ends.
- Customer satisfaction would be on prior basis.
- Maintaining proper record of all asset products (personal loan, business loan, ready cash, and credit card) on daily basis.
- providing consumer assets information to the customers on phone as well as walk in customers & forward the application to concern department
- Responsible For new acquisitions to meet preset and agreed targets.
- Develop and implement sales strategy accordance with targets.
- Focus on quality business in term of acquisitions.
- Provide monthly projections to the line manager.
- Responsible for discrepancy solutions.
- Meet the assigned sales targets.

## **5-SILK BANK LTD**

Retail and Consumer Banking

March, 2012 to July 2012.

### **Tele sales officer**

- Worked as “**Tele sales officer**” from March, 2012 to July 2012.
- Give product knowledge to the customers,
- calling customers and convincing them to use our products,
- Complete follow up with the client.
- Maintaining proper record of all asset products (personal loan, business loan, ready line,) on daily basis.
- Responsible For new acquisitions to meet preset and agreed targets.
- Develop and implement sales strategy accordance with targets.
- Focus on quality business in term of acquisitions.
- Responsible for discrepancy solutions.
- Resolve each and every discrepancy which has to be solved from both ends.
- Meet the assigned sales targets & Focus on good profile customers.
- Providing consumer assets information to the customers on phone as well as walk in Customers & forward the application to concern department

## **EDUCATION:**

- |                                   |   |
|-----------------------------------|---|
| • Masters (M.A)                   | Sardar Bahadur Khan Women's University-Division A |
| • B. Ed                           | Balochistan University-1st Division               |
| • Graduation (B.A)                | Balochistan university-1 <sup>st</sup> Division   |
| • Intermediate (Science Group)-   | Govt degree college Quetta Division 2nd           |
| • Matriculation (Science group) - | Islamia girl's high school- Division 1st          |

## **CERTIFICATIONS:**

### **Standard Chartered Bank Pvt (Ltd)**

- **Day 1 Readiness**

Said Training was based on Lending , Anti Money Laundering , Operational Risk, Health Safety & Environment, Reputation Risk

- **Telenor Pakistan**

Attended training workshop of HSE, (Health and safety environment) conducted by Telenor Pakistan

- **Octata Private Limited**

Attend certify training workshop of “**Procurement Management**”

- **Pakistan Institute of Management**

Attend certify training workshop of “**EFFECTIVE PURCHASE MANAGEMENT**”

### **Professional Skills**

- Vendor Management
- Negotiation
- Contract management
- Hands on to work over Oracle/ERP
- Time Management
- Project Management